

ULAB FACULTY HR MANUAL 2015



UNIVERSITY OF LIBERAL ARTS BANGLADESH

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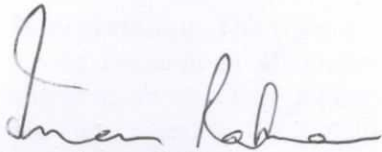
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PREFACE

This manual is a revision of the first edition (2009) and produced with the help of all academic staff of the university. Its purpose is to help faculty to understand the rules and regulations under which they work. The University welcomes any suggestions which may help to improve the quality of performance and working environment for all concerned.

All faculty members are advised to refer to their Departmental Heads and/or persons specifically designated for Faculty Affairs with any queries they may have.

This Manual supersedes any previous policies, rules and proceedings of the University. Any discrepancies between any preceding conditions and corresponding rules in this Manual are to be reconciled in favor of this Manual. Exceptions occurring in individual contracts may be upheld for the duration of the contract. The authority of interpreting and deciding on such discrepancies, if they exist, rest with the authorities of the University.



Professor Imran Rahman
Vice Chancellor
University of Liberal Arts Bangladesh

CHAPTER – 1

TITLE, AUTHORITY AND SCOPE

1. **Title:** This Manual shall be called the ULAB Faculty Manual and it shall come into force at once.
2. **Authority:** This document, composed and ratified by the authorities of the University, namely the Board of Trustees and/or the Syndicate provides all salaried faculty members of the University of Liberal Arts Bangladesh with the policies and practices governing the terms and conditions of their employment. It will supersede any rules that may currently exist in this regard, and covers all faculty of the University.

The authority of the University resides in the Syndicate constituted as per memorandum and Rules and Procedures, adopted as Statute under the Private University Act-2010. Officials belonging both to faculty and administration and students play their respective role in campus governance as members of different committees and councils.

3. **Interpretation:** The right of interpretation of the Manual is reserved by the University whose decision in all matters mentioned in this Manual regarding eligibility claims, enforcement or other aspect of the programs, benefits or policies shall be final and binding subject to the condition that nothing in the Manual can be interpreted so as to prejudice in the fundamental rights guaranteed in the Constitution of the Government of the Peoples' Republic of Bangladesh.
4. **Subject to Review:** All conditions contained in this document are subject to review, and may be changed due to exigent circumstances or other causes by the university authority.
5. **Extent of Application:** This Manual shall apply to the full-time paid faculty of ULAB, when applicable

CHAPTER – II

DEFINITION OF TERMS

In this Manual, unless there is anything contradictory in the subject or the context,

1. **University** means The University of Liberal Arts Bangladesh (ULAB) Established in 2003 as a University, it was authorized to operate as a full-fledged university under the Private University Act of 1992 to be read in conjunction with any subsequent Act or amendments(s) thereto. ULAB includes all its different schools, faculties, Department or constituent institutions and centers.
2. **Appointing Authority** means University of Liberal Arts Bangladesh and includes any person, committee(s) or council authorized by ULAB to make appointment to any post.
3. **The Board of Trustees** means the body as defined in the Memorandum of Articles of the University of Liberal Arts Bangladesh Trust.
4. **Syndicate** means the second highest body of the university authorized by the Board of Trustees with the responsibility for overall management/governance of the University, including formulation of policies, rules and regulations, strategic planning, quality control, recommend budget to the Board of Trustees for approval, providing financial security/well-being and award of recognition on behalf of the University.
5. **Academic Council** is the supreme authority on academic related issues.. Areas of responsibility constitute development, control, and supervision of academic affairs, admission, ascertaining the quality of education and examination including requirements of graduation, and confirmation of grades of all examinations.
6. **Faculty/School** consists of one or more departments. Dean/Director of the Faculty/School is responsible to supervise departmental activities of his/her school/faculty in accordance with the rules and policies of the university.
7. **Department** is an administrative body responsible for conducting its curriculum and research work in accordance with the rules and policies of the university under the guidance of Head of the relevant department.
8. **Institute** is a UGC approved body and it works under the direct supervision of the Vice Chancellor and/or appropriate authorities.
9. **Center** is a non-degree granting university approved body and it works under the direct supervision of the Vice Chancellor and/or appropriate authorities which carries out research and other activities defined by the university.
10. **Curriculum Committee** is a body that includes faculty of all levels inside a department with external expert(s) from that particular discipline and normally the Head of the department leading the Curriculum Committee.

11. **Finance Committee** is an administrative body which prepares annual budget, advice and recommends the Syndicate and Board of Trustees on all finance related matters.
12. **Faculty Recruitment Committee** means the body constituted according to the guidelines of the Private University Act-2010 to recruit academic staff for the university.
13. **Disciplinary Committee** means the body that looks after the disciplinary concerns of the university as defined by the Syndicate and will be responsible for the maintenance of discipline at all levels. The committee in collaboration with the Sexual Harassment Committee will also take complaints, investigate, hear and take decision with regard to sexual harassment, abuse or any other kind of anti-social activities.
14. **Candidate** means a person seeking appointment first time or already appointed seeking promotion or additional position/responsibilities/duties.
15. **Faculty** means employees of the university performing the academic, research, and some other administrative responsibilities.
16. **Full-time Faculty** is one who has been appointed to devote at least 40 hours a week to university activities out of which 30 hours on-campus and 10 hours off-campus to discharge his/her responsibilities related to teaching, research and administrative activities.
17. **Adjunct faculty** is a part-time faculty who is allowed to teach up to three courses in a given term and required to give weekly 1 hour consultation after/before the lecture for each course. S/he will also discharge some additional responsibilities related to teaching, research and administrative activities as specified by the authority.
18. **Part-time faculty** is one who has been appointed to teach one or two courses a week in a given term and required to give weekly 1 hour consultation after/before the lecture for each course.
19. **Professor Emeritus** is a title conferred on Professors honorably discharged from full time work where it is considered the award of the title would be appropriate having regard to the recipient's distinguished service to academic work and the development of the University.
20. **Probation** is a temporary service period before confirmation specified by the authority.
21. **Honorarium** means a recurring or non-recurring non-salary payment granted to an official as remuneration/recognition for his/her work or benevolent service.
22. **Recognized University** means a university established by or under the laws of the country and one in the country or overseas which maintains comparable academic standards, to that of ULAB at the time of such recognition.
23. **Review Committee(s)** means committee(s) constituted to deal with the Faculty performance review, financial and other benefits, contract renewal, promotion and leave issues.

24. **Advisor** means a person(s) or firm or company, either Bangladeshi or foreign, appointed on specific terms and conditions by the University or on special contract, for advising the University on specific matters.
25. **Consultant** means person(s) or firm or company, either Bangladeshi or foreign, appointed on specific terms and conditions, by the University for rendering specific service for a specified period.

CHAPTER – III

GENERAL CONDITIONS OF SERVICE

1. **Notice of Non-Discrimination:** There shall be no discrimination in the processing of applications for admission and employment or professional agreement with the University, on the basis of race, religion, national origin, ancestry, sex, or disability in its program and activities.
2. **Personnel Matters:**
 - a. The Syndicate and the Vice-Chancellor may empower a suitable office/committee/person(s) with effective day-to-day executive authority for decisions and actions on any range of issues, including personnel matters, affecting all faculty of the institution, in a manner consistent with the rules of the institution.
 - b. Appointment to positions may be made only as per the approved budget. The Syndicate and/or the Vice-Chancellor may recommend exceptions or amendments to the number or nature of positions, and/or to criteria or procedure of selection of a class of positions or a particular position, allocated in the budget or budgetary rules. Any such changes or exceptions will require approval of the Board of Trustees.
 - c. Letters of appointment in respect of all academic staff will be issued by the Vice-Chancellor or an official authorized by him specifying the terms and conditions of the appointment.
 - d. The salary structure is determined by level of appointment.
3. **Private Use of University Personnel/Properties/Time:** Personal use of official/other personnel and/or facility is seriously discouraged; misuse includes wrongful use of facilities like transportation, stationery, postage, telephone, fax for private purposes and the misdirection of ULAB personnel.
4. **Confidentiality:** No one should be allowed to share private/personal information pertaining to ULAB and its students and officers.
5. **Offences and Violations:** Any negligence or violation of rules of business and conduct is an offence. Violation may include negligent behavior, and/or breaches of ethical code of conduct. For a minor offence committed by a faculty, he/she may be given a verbal or written warning by his or her immediate supervisor with a notation in his/her personal file. A major offence first time or second minor offence may result in suspension for a period. A third offence, even if minor, occurring within one year, may constitute grounds for dismissal.
6. **Serious Offences:** The University regards theft, insubordination, and falsification of any records and gross negligence of duty as serious offences warranting immediate suspension or dismissal or, depending on the case, as a matter of civil or criminal prosecution to the fullest extent of the law.

7. **Records of Officials:** ULAB respects the confidentiality of all its faculty information past and present. Information will only be released only with due authorization.
8. **Disclosure:** In the following circumstances, disclosure becomes imperative. In an emergency, information may be released by faculty members to appropriate people
 - a. if a person's health or safety is at stake
 - b. the person receiving the information is in a position to act on it,
 - c. the providers of the information must include the documentation of all external requests for information.
 - d. compliance requirements also include that, except the specified exemptions, an institution must obtain written consent before disclosing personally identifiable information from an educational record.

CHAPTER – IV

CRITERIA OF RECRUITMENT

1. **Authority of Recruitment:** The authority of all academic appointments will reside in a Selection Committee endorsed by the Vice Chancellor. The Committee will consist of both permanent members for general purposes, and invited expert member(s) for specific selection purposes.

The Office of Human Resources will perform all duties for the routine management of faculty recruitment.

2. **Recruitment Procedures:** All appointments are made by public notification followed by a process of selection. A post once advertised but not filled within the stipulated period, but still available within a proximate period and still approved in the budget, may be filled through ad hoc appointments, with approval of the Vice-Chancellor and/or the Syndicate.

3. **Selection Process:**

- a. Recruitments take place against a vacant post approved in the budget. Posts with job specifications, qualification, experience, are advertised in the national press, and if necessary overseas.
- b. Applications for the post shall be made either in the prescribed application form or on plain paper by the candidate depending on requirements. The candidates shall apply with testimonials as specified in the advertisement.
- c. No person shall be invited to appear before the Selection Committee unless his/her application has been received with all required information and within the dead line.
- d. On final selection of the candidates, offer of appointment will be made through appointment letters/contracts showing terms and conditions of appointment.

4. **International Recruitment:** All the usual rules of the university apply for international recruitment, except where necessary exceptions have been approved by the appropriate authority.

5. **Personnel Structure:** All recruitment/appointment and promotions for academic positions at ULAB will follow the structure below

Academic	Academic Administrative
1. Professor	1. Vice Chancellor
2. Associate Professor	2. Pro Vice Chancellor
3. Assistant Professor	3. Dean of University
4. Senior Lecturer	4. Dean/Director of School/Faculty
5. Lecturer	5. Head/Director of Academic

6. Junior Lecturer/Instructor 7. Lab Instructor 8. Teaching/Research Assistant	Department (Programs)/Centers 6. Head/Director of Academic Offices
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All faculty will usually be deemed to belong to one of these categories and ranks. Each appointment will usually be at the starting grade of a rank, unless experience and qualifications allow for a more advanced placement. Titles of persons serving in various capacities may differ from the ranks indicated above to describe the particular functions, but all faculty shall belong to one or another established rank. In some circumstances, faculty may have a dual appointment.

6. **Qualifications:** Following are the minimum general qualifications for faculty appointment or promotion. The Selection Committee may follow approved, internal guidelines containing further details, which will be made available or explained to a candidate in due course. All conditions are subject to review.

Academic Positions:

- a. **Teaching/Research Assistant:** University graduates or senior students of ULAB (in exceptional cases) with outstanding academic record may be appointed to this post on recommendation of the Departmental Head and/or the Departmental Selection Committee. It is a term-long part-time or a contractual position for up to six months at a time.
- b. **Junior Lecturer:** A Bachelor degree preferably with one year experience in teaching, research or as a graduate tutor. Results equivalent to a minimum of two first divisions out of three public examinations in the Bangladeshi system or equivalent grade point, and no third divisions or equivalent. Proficiency in English and Bengali a must. Experience requirement may be relaxed in case of exceptional candidates.
- c. **Lecturer:** A Master's degree and two years experience in teaching, research preferred. Results equivalent to a minimum of three first divisions out of four examinations in the Bangladeshi system or equivalent grade point, and no third divisions, or equivalent. Proficiency in English and Bengali a must.
- d. **Senior Lecturer:** Same as Lecturer; but usually with three years teaching/equivalent years of other experience and three publications in refereed journals. Proficiency in English and Bengali a must.
- e. **Assistant Professor:** Ph.D. preferred or enrollment in a program leading to Ph.D. Results same as for Lecturer. Minimum 6 years teaching/equivalent years of research or other experience with 5 publications in refereed journals. Proficiency in English and Bengali a must.
- f. **Associate Professor:** Ph.D. with 8 years of teaching/equivalent years of research or other experience and 8 publications in refereed journals. Proficiency in English and Bengali a must; working knowledge of a second international language besides

English desirable. Positive peer review, experience or demonstrated ability in academic administration highly preferred.

- g. **Professor:** Ph.D. from a recognized University at home or abroad. Minimum 12 years teaching/equivalent years of research or other experience with twelve publications in refereed journals. Language proficiency equal to Associate Professors. Ability in academic administration highly desirable. The positions of a Dean or Director or Head of an academic Division or Department will usually be a person of this rank, and demonstrated administrative ability required.

Note: In case of deserving applicants, professional field, corporate work, research or consulting experience in relevant field will be significant criteria for evaluation. For exceptionally qualified candidates, above mentioned terms and conditions may be relaxed.

- 7. **Terms and Conditions:** All faculty members shall be provided the Terms and Conditions governing the conditions of their service at the time of their appointment. The HR manual is available with departmental administrative officers. However, all faculty may access the HR manual through the website.
- 8. **First Appointment, Probation and Confirmation:** Members of faculty hired against a sanctioned, vacant post in the budget shall be considered to be on confirmation-track. Initially, faculty shall be hired on a one-year probationary contract followed by a one year regular contract. On satisfactory completion of that, a contract of longer duration, usually of two to three years, will be issued.

Faculty needing longer than the normal duration to qualify for a promotion may be granted extensions of contract; at least one to three years of extension may be customary, but after that period any extension granted will be entirely at the discretion of the university.

The following chart reflects the typical likely progression of contract status for all faculty:

Probationary Period Duration	Joining as Regular			
	Duration of 1 st Renew	Duration of 2 nd Renew	Duration of 3 rd Renew	Duration of 4 th Renew
1 year	1 year	2 years	3 years	5 years

Note: The authority will have the discretion in adjusting the length of probationary/contractual periods.

9. **Temporary Appointments:**

When a position becomes available due to a faculty taking study/sabbatical leave, a temporary appointment can be made for that position with the approval of the Vice Chancellor.

- 10. Creation of Post:** Faculty posts can be created by the Board of Trustees (BoT) on recommendation of the Syndicate. In case of any vacant position due to resignation/termination/other reasons, HR office can initiate recruitment with approval of the Vice Chancellor.

If the Syndicate approves a hiring not sanctioned in the budget then it shall only be a temporary appointment of specified duration not leading to any form of confirmation.

- 11. Abolition of Post:** In the event of a faculty's service being dispensed with as a result of the abolition of the post or retrenchment in the establishment of the University at the instance of the Syndicate; it shall be incumbent upon the University to give him/her a salary equivalent to notice period mentioned in the terms of his/her appointment.

- 12. Consultancy:** ULAB encourages its faculty to gain consultancies from reputable organizations. However, conditions apply and faculty are expected to familiarize themselves with these conditions and follow them when seeking consultancies

- Faculty members are required to have official approval from ULAB before embarking on a consultancy.
- Application for approval should be made at least one term prior to the consultancy beginning.
- Permission from the HoD and the Vice Chancellor are required before a consultancy may begin.
- Failure to gain permission to conduct a consultancy will be deemed a breach of the conditions of employment.
- Faculty members are required to register the consultancy with the office of the Pro Vice Chancellor/ HR Director who will maintain an official record of consultancies.
- Faculty are required to pay minimum 10% of consultancy fees to ULAB to meet the costs associated with the administration of the consultancy by ULAB and for the privilege of using the ULAB name in gaining consultancy work.

- 13. Recruitment for ULAB Centers:** HR office will conduct the recruitment of faculty and researcher of centers in coordination with Academic/Faculty Affairs Office and for general staff in coordination with the Registrar's Office.

Faculty cum Researcher will be appointed on full-time basis and will be given a teaching load (minimum 2-3 courses per term) depending on the volume of research undertaken. Faculty/researchers/officials can be appointed to a project on contractual basis for a stipulated period.

- 14. Condition for Full-time Faculty/Researcher:** During the tenure of employment with ULAB, faculty or researcher will not be allowed to be employed as a teacher in other university/institutions. However, they are allowed to have consultancy position at other organization and research project funded by external sources.

CHAPTER – V

RULES OF EMPLOYMENT

1. **Salary and Pay:** The authorities of the University shall determine the salary and pay of all employees according to job classifications and performance approved by the said authorities.

It is the University policy to consider such things as education, experience, productivity and merit in computing individual pay or compensation. Faculty are expected to undertake additional tasks at the direction of the university authority.

2. **Service Period:** Service period for all full time faculty member is 65 years with all benefits as per the rule of the university. After completion of that age, a faculty will be appointed on contractual basis with 50% tax and reduced bonus benefit and other financial benefits like increment, provident fund, and gratuity will not be applicable.
3. **Increments:** The yearly salary increment for the faculty members is customary but not mandatory. The condition will be subject to review and contingent on circumstances. Faculty members will receive increments on the basis of individual performance. Increment/adjustment of salary grades due to cost-of-living changes will require approval of the Board of Trustees.

Policies on increments may be subject to review and change at later dates.

4. **Pay Day:** All faculty shall receive their pay and other monthly benefits on the last working day of the month, except in cases of extraordinary circumstances or national crisis preventing due procedures, in which case every effort will be made to make payments at an earlier date or at earliest possible date.
5. **Advance:** Advances against pay is admissible, but not guaranteed; rather it is discretionary. The general principle of any advance is that the amount together with accruable interest is secured in the borrower's deposits or entitlement. An advance will usually not exceed one month's pay except in the case of personal crisis.
6. **Deductions:** Withholdings required by law will be deducted from the regular salary paid either through cheques or cash. Other deductions to which the faculty have agreed and which have the approval of the authorities will also be deducted from the payable. This may include provisions such as provident fund, donations, savings plan and others.
7. **Workload:** The work load of each full-time faculty member will consist of teaching, advising, administration, research, admission test duties, supervising internships and other duties as requested by the HoDs or ULAB authorities. Normal teaching load of a faculty will be four courses/sections in a given term.

Classes are held from 8:00 a.m. to 9:00 p.m., five days a week. In some programs, courses are also offered on weekends. Faculty are required to account for 40 working hours per week (of 5 days at least) excluding the lunch break to the University for the discharge of responsibilities out of which campus presence of at least 30 hours per week

is required. It is the responsibility of a faculty to establish record of such presence. If a faculty expects to be off-campus on university-related work for a significant period on a given day or week, he/she has to give an advance written notice to the Head of School or Department. Individual hours of attendance may be adjusted as necessary for the job function.

8. Duties of Faculty:

- i) ULAB expects its faculty to perform their duties at maximum level all times.
- ii) Each course usually involves two lectures per week, each one and a half hour in length. Any tutorial, lab work and field trip, regardless of requisite length, is considered an integral part of the course work.
- iii) All faculty members are required to post their "office hours" for student contact outside of classes for purposes of academic and related advising. A faculty member is expected to be available minimum 12 hours per week apart from teaching hours in his/her office for student advising/consultation.
- iv) In addition to any administrative tasks integral to the teaching job, and/or assigned to a faculty member by his or her department and/or the University, advising, admission related duties, grade verification, supervision of project/internship/dissertation are also an integral part of a faculty member's normal functions.
- v) For faculty, performing administrative duties or functions well in excess of the normal administrative duties pertaining to faculties as per their rank, may have their normal teaching load reduced, but usually not by more than one course per term or lump sum monthly payment. In exceptional cases the teaching load may be reduced by two courses for faculty undertaking extensive administration and/or research work.

9. Payment for Extra Load: For extra teaching load, ULAB Full-Time Faculty will be paid on pro-rata basis. The basis of payment may be changed in due course at the discretion of the university.

10. Rules of Separation: Most jobs are on a contract which specifies conditions of separation from employment. Notwithstanding, a faculty may be discharged at any time for breach of university policy including the failure to follow written procedures, actions which may endanger the safety of the officials, students or other employees, frequent lateness, insubordination, theft, unexcused or excessive absenteeism, abuse (physical or verbal) to students or other employees or visitors, falsification of application or any information given for employment or breach of any policy contained herein including, without limitation, the privileged communication policy.

11. Attendance Record: ULAB requires its faculty to work 40 (forty) hours per week. Thirty (30) hours must be spent on campus attending to teaching, advising, meetings and other commitments.

Evidence of non-attendance on the part of faculty will be deemed a breach of the terms and conditions of employment and may lead to disciplinary action.

12. **Notification and Procedural Responsibilities:** In addition to matters of attendance, all faculty members assume the following responsibilities to:
- a. notify Head of the Department and the Registrar's office of any change of address and phone number,
 - b. notify department admin officer about unanticipated delay or absence from attending office,
 - c. notify Head of the Department about any accident or injuries to self or family members, requiring emergency assistance,
 - d. report any acts of theft or vandalism of University property, or any other breaches of security of all persons on campus, to appropriate authority and or take appropriate action to minimize further risk,
 - e. conserve energy by turning off lights/fans/air-conditioners/computers and other equipment consuming energy when not needed, and
 - f. take any actions to minimize any misuse or wastage of the properties of the University.
13. **ID policy:** All faculty will carry his/her Identity Card provided by the University at all times on duty. If the Identity Card is lost, duplicate card will be issued for which the faculty concerned will be required to pay the cost price along with a penalty. Repeated need to replace a card may result in additional penalties of a monetary form and/or a disciplinary investigation leading to further actions.
14. **Income Tax:** 50% of an employee's income tax liability on his/her salary and other benefits as per the government rules of Bangladesh shall be borne by the University. The remaining tax has to be paid by the respective employee.
15. **Dress Code:** Faculty and staff are expected to adhere to community standards in dress.

CHAPTER – VI

PROMOTION, DISCIPLINARY PROCEDURES AND APPEALS

1. **Eligibility for Promotion:** Promotion at ULAB is governed by merit, performance and, where appropriate, improvement in qualifications. There is no quota for promotion and all promotions are deemed as fresh appointments with stated recognition of previous service and entitlements. The minimum service length at ULAB for promotion to the next higher rank is three years.

At the end of five years in the same rank, a faculty may apply for a review for promotion.

2. **Promotion Criteria:** The following are the general, minimum criteria required to secure a promotion. The Selection and Review Committee, if required, may ask for further detailed guidelines in determining the status of individual candidates. Any such rules and interpretations will be made available or explained to the concerned candidate.

In addition to the minimum academic degrees required for appointment or promotion to a given rank, faculty members need to satisfy the minimum requirements for all the criteria indicated below, which are applicable to a candidate:

- a. **Qualifications:** The following conditions indicate the normal requirements for promotion. Fulfillment of the experience clause alone does not assure promotion, but allows eligibility for consideration. In relevant cases, professional experience may be considered as a partial requirement of experience.
 - o Professor – normally a Ph.D. with 12 years experience and 12 refereed journal publication or equivalent
 - o Associate Professor – normally a Ph.D. with 8 years experience and 8 refereed journal publication or equivalent
 - o Assistant Professor – normally Masters with 6 years experience or evidence of progress towards a PhD. and 5 refereed journal publication or equivalent
 - o Senior Lecturer – Masters with 3 years experience and 3 refereed journal publication or equivalent
 - o Lecturer – normally Masters with 1 year experience or 1 refereed publication preferred

Candidates normally seeking promotion should satisfy the above mentioned criteria. However, the major determinant will be performance in teaching, research, publication and service to the University. If a candidate is deemed outstanding by the Selection and Review Committee, the above mentioned conditions may be relaxed.

- b. **Teaching Excellence:**

Evidence of teaching ability will be assessed from

- Recommendation of the Head of Department
- Course load and dispensation (including submission of course plans/syllabi at the start of each term as well as submission of grades within deadlines), regularity in teaching & exam activities.

- Teaching Evaluation
 - Peer Review
- a. Administrative Duties:
Will be assessed from evidence of
- Academic Advising
 - Commitment to Departmental Work (appropriate to rank and role and as assigned)
 - Contribution to University committees
 - Contribution to Co-curricular activities
 - Willingness and ability to participate in general administrative duties where faculty contribution is required
- b. Research Contribution:
Research is regarded as a core academic activity and for promotion to higher levels. Evidence of
- Achieving university research grants
 - Research in a relevant field
 - External grants awarded
 - Work as a research director/research coordinator/investigator of a research project followed by reports and publication
3. Publication: Meeting the following guidelines is regarded as normally fulfilling the minimum publication requirements for promotion over 3-5 years.

Rank	Total	National		International	
		Class B	Class A	Class B	Class A
Professor	12	4	4	3	1
Associate Professor	8	3	3	2	1
Assistant Professor	5	2	2	1	0
Sr. Lecturer	3	2	1	0	0
Lecturer	1	1	0	0	0

Notes:

- Class A, B indicates the perceived ranking of a given publication based on its origin, circulation, reputation.
- Details of classification may be obtained from Department Heads/Experts and/or persons entrusted with Academic/Faculty Affairs.
- Determination of the Selection Committee and/or other authorized bodies of the University in regard to status of a publication, and other similar/relevant criteria, shall be final.
- Publication in conference proceedings must be peer-reviewed.
- Faculty are expected to publish single-authored papers/articles rather than co-authored. However, co-authored papers meeting the criteria of academic significance will be considered.
- Reports that have national significance will be counted as a publication.

- Policies pertaining to promotions in this document may be subject to review and change at a later date.
- A full-length monograph or equivalent contribution to the field from recognized academic press or equivalent source will carry a weight equal to five journal articles. Prestige of the press may qualify for additional recognition.

4. Method of Assessment for Promotion:

- a. The Review Committee and the Human Resources Office will determine promotion of faculty in accordance with procedures prescribed by the University. Candidates will be interviewed in accordance with university practices. The education, experience, publication, performance and other relevant criteria or issues will be considered in the assessment.
 - b. Calls for promotions will be announced at the end of each year. Applications must be submitted through and with signature of the Head of the Department. Applicants will have two weeks from the call to submit their applications.
 - c. All shortlisted applicants will be interviewed by the Review Committee as soon as possible who may call for references.
 - d. A faculty or expert from an external institution may be invited by the Review Committee to aid the process of competent assessment, especially at the rank of Professors and Deans.
 - e. The Review Committee shall be responsible for final interpretation of all criteria and credentials and for determining equivalencies and exemptions. The Committee's decision shall be final, but faculty members will be provided with a full and detailed explanation of the determination of their case in the interest of transparency.
 - f. Normally, no promotion proceedings may be initiated at any level for any faculty member until completion of a minimum of three years of service at a given level.
5. The University is not obligated to offer anyone promotions simply on the basis of length of service, even if their service is satisfactory. A person may be deemed suitable to serve in a given position but without qualifying for promotion for any length of time until or unless they qualify by merit and quality of service. There are no quotas for promotions. To be considered for promotion, faculty will normally have to meet the above criteria.
 6. **Appeal to Vice-Chancellor:** Faculty have the right of appeal to the Vice-Chancellor or person authorized by VC in any matter related to the promotions procedures. The appeal against a decision must be filed within one working week. The Vice-Chancellor will review the appeal and respond to it at his or her earliest. A faculty waiting on his/her appeal will be deemed to be in service of the institution.
 7. **Failure to Conform to University Policies:** Faculty who consistently fail to observe university policies may be disciplined. This may include loss of privileges, i.e., shorten of

service duration, discontinuation of contract, and in extreme cases immediate termination of contract.

8. **Disciplinary Procedures:** In cases of gross negligence of duty or serious misconduct, a faculty may be suspended immediately. In such cases, salary may be withheld or paid as per standard procedures at the discretion of the authorities. Normally, a suitable committee will be formed or Disciplinary Committee will be formed to conduct the necessary investigation and determine the outcome of the university's decisions. In extreme cases, the Vice Chancellor may take decision as the chief executive authority of the university.
9. **Policy on Grievance or Appeal Procedures:** Fair and prompt consideration shall be given to faculty complaints, problems, suggestions and questions arising from their employment at ULAB. Grievances of faculty should, in the first instance, be directed to Department Heads or persons in charge of Academic/Faculty Affairs. If a fair hearing at those levels seems uncertain, then a faculty member may direct his or her appeals to the Vice-Chancellor's office.
10. **Voluntary Discontinuation/Resignation:** The conditions of resignation or discontinuation of employment are stated in the individual contract of appointment. Where such conditions are not stated, a faculty without liability or encumbrance may leave on clear notice of one month or one month's pay in lieu. Both parties shall have the right to terminate the appointment by giving to the other party a notice of not less than one month or pay in lieu; or, if s/he is teaching, then a notice covering the balance period of the semester-in-teaching.

Additionally, a faculty may not terminate the contract without one month's notice before the commencement of a new term. Such notice shall be addressed to the Vice-Chancellor with a copy to the faculty or department concerned. The resigning faculty's final settlement will be subject to a "No Objection" clearance from offices concerned with his/her employment.

In case of Professors and officials with key administrative roles, both the parties will be required to give proper notice period of discontinuation from service which will be as below:

- For Vice Chancellor, Pro Vice Chancellor, Treasurer, Registrar, Dean, and Professors, the notice period will be six months.
- For Head/Director of program/center/department, the notice period will be three months.

Violation of such notice period will result in the concerned Professor/faculty/official not being eligible for gratuity. In case of ineligibility of gratuity benefit, the provident fund benefit will not be applicable.

Resignation once accepted by the university may not be revoked and the concerned faculty shall cease all claim of returning to the position held prior to resignation. A reappointment will be on its own merit and a person so appointed will receive a fresh contract.

11. **Termination and Dismissal:** University shall have the right to terminate an appointment by giving to the other party a notice of minimum one month or pay in lieu, i.e., the

University reserves the right to effect an immediate termination with pay. In some exceptional cases, the payment may be more than one month at the discretion of the authority.

12. **Seniority:** The University does not recognize any right to automatic seniority by mere precedence in a similar job or position, or by years of service elsewhere. (The value of any past experience shall be reflected in the position at which a person is recruited.) Rather, the merit and quality of one's service, as well as improvement of qualifications, shall be considered in determining seniority, leaving the possibility for qualified individuals to supersede a predecessor.

13. **Out-of-Turn Promotion and Special Increment:**

- a. A faculty may be considered for accelerated promotion for outstanding performance or service. Candidates for accelerated promotion shall be considered only when they have completed a minimum of 2 years' service in the existing post.
- b. Special increments are admissible but not obligatory for recognized improvement in qualifications, special assignment and/or for outstanding performance.

CHAPTER VII

Code of Ethical Conduct for ULAB Faculty

Definition

Codes of conduct in the education sector embrace the concept of **mutual accountability and the accountability of all those charged with enabling good quality education**. They generally aim at enhancing the commitment, dedication and efficiency of service of members of the teaching profession and provide self-disciplinary guidelines by establishing norms of professional conduct. (International Institute for Educational Planning, UNESCO.)

Preamble

The University of Liberal Arts Bangladesh expects all executive officers, trustees, faculty, staff, student employees, and others, when acting on behalf of the university, to maintain the highest standard of ethical conduct.

The Code expresses, in broad terms, the requirements for faculty to adhere to ethical standards without limiting their resourcefulness and independent thinking in the management of the University.

The Code is comprised of three parts:

- The Code
- Applications of the Code
- Consequences of the breach of the code

The Code

<i>Ethical standards</i>
We respect the laws of Bangladesh.
We conduct ourselves with integrity, honestly and impartially in all circumstances but especially in relation to our students and the university community in general.
We avoid conflicts of interest at all times. In circumstances where this is impossible we declare our interests in the expectation our decision is respected.
We use the University's funds, equipment, buildings, information and other resources with care and responsibility and in the best interests of the University
We seek to further the interests of the University, its students, clients and associates but remain sensitive and attentive to the interests of the broader community at all times.
We are aware of obligations to maintain confidentiality of information: we do not use this information for personal gain, nor to the detriment of the University or its various stakeholders.
We exercise due skill, care and diligence in performing our duties and acknowledge our responsibility to maintain currency of our knowledge, skills and technical competencies.
We are fair and honest in our relationship with suppliers and purchasers of the University's goods and services: we avoid both the appearance and reality of being influenced by any party, or of being prejudiced or biased in our dealings with third parties and stakeholders.
We do not actively solicit any gifts, benefits or hospitality; nor do we accept gifts or benefits (including hospitality and entertainment) which could in any way compromise or be seen by the wider community to influence us in our official capacity. We declare the benefit of gifts or gratuities that occur in the normal course of business.
We represent the University in the performance of our tasks and avoid all conduct, which detracts from the University's reputation.

According to the rules and regulations related to the course and teacher evaluation, all faculty member must refrain from any discussion in any form regarding evaluation with any student at any given point of time.

Indicators of personal ethical behavior

Faculty must not allow dishonesty, personal prejudice or bias to influence the conduct of their employment.

Faculty should not accept gifts, benefits or hospitality if their nature and value may be seen as compromising their objectivity and influencing them in their official capacity.

Faculty actions should be fair, honest, and truthful in all circumstances.

Faculty should avoid actual or perceived conflicts of interest.

Faculty should not condone the use of any statement, which is misleading, false or deceptive.

Faculty should conduct themselves with care and skill, and ensure your actions do not conflict with the requirements of integrity and objectivity or the Private Universities Act 2010.

Faculty should not use confidential or other information for personal advantage or for the advantage of another.

Application of the Code

- It is important to recognize that in applying this Code, the personal characteristics of honesty, sincerity, impartiality and trustworthiness are key guiding attributes.
- The effectiveness of the University's policies relies on all faculty taking responsibility for their own behavior. Faculty members are expected to be familiar with University policies and procedures relevant to the Code of Ethical Conduct. Depending on the circumstances, it may be necessary to seek legal advice to guide the decision-making processes where conflicts of interest or potential conflicts occur. Seeking such advice should follow the University's normal procedures.
- Situations may arise in the conduct of financial activities where influence is attempted in order to achieve a particular outcome. Influence may be in the form of seeking to

unfairly achieve an outcome by tactics such as inducement (gratuities/gifts/hospitality or other favors) or threats, including harassment. Should such situations be encountered, or should there be any doubt in regard to any situation, faculty should draw such incidents to the attention of their relevant authority (i.e. Divisional Pro Vice Chancellor, Manager of Unit or, as necessary, the relevant member of the Senior Management Group) so that necessary action is taken.

- Other circumstances may arise where a faculty member may have private and/or pecuniary interests, which may lead to an actual or potential conflict of interest in the financial management of University activities. A university member should avoid entering or being personally involved in financial decision-making in a situation in which there is a conflict of interest, recognizing also the need for disclosure of any interest or apparent interest to the relevant manager as mentioned beforehand.
- All University faculty will receive a copy of this Code, and will exercise any power by virtue of their appointment or any additional powers delegated to them from time to time in accordance with and by reference to this Code. The code is also available in the Faculty HR Manual.
- Faculty are encouraged to comment on and contribute to the further development of this Code by bringing their ideas to the attention of their manager who should refer it to the Pro Vice Chancellor's Office who will act as the first point of contact. Over time this will provide an indication of how the Code is being embedded within the University and whether any amendments are required.

Consequences of a breach of the Code

- Many elements of the Code are aspirational in nature. They have been developed not only to satisfy existing legal requirements, but also to engender behavior, which exceeds the legal minimum. Faculty should be familiar with the substance and spirit of the Code and should be aware that breaches may result in sanctions and/or disciplinary actions, which may include counseling, performance review, or civil or criminal action, depending on the nature of the breach.

CHAPTER – VIII

LEAVE, HOLIDAY AND OTHER PRIVILEGES

1. **Leave:** All faculty members are entitled to 21 working days of leave in a year during term breaks. Leave is defined as absence from university duties.
2. **Leave of Absence:** The University recognizes seven types of leave
 - a) Earned Leave
 - b) Medical Leave
 - c) Involuntary Absence and Casual Leave
 - d) Maternity Leave
 - e) Leave without Pay
 - f) Study Leave
 - g) Sabbatical Leave
 - h) Conference Leave

Leave requests are to be submitted through head of the department or equivalent.

A] Earned Leave: All faculty members are entitled to Earned Leave of maximum 21 working days in a year. Earned Leave of an equivalent period during the probationary period is granted by the authorities upon review.

The University shall usually observe ten working days of leave between terms. The leave cannot be taken during an academic term. In individual cases, the number of leave days can be adjusted (increase/decrease) during term break, i.e., between last date of final exam and beginning of the following term.

Length of such leave may vary from year to year due to the particularities of the calendar, government holidays and exigent circumstances, but an effort will be made to maintain the expected normal durations. During each term break, university authority will announce a *general period of recess when faculty can take the earned leave as per the guideline mentioned above.*

Taking any leave when the University is in session is highly discouraged. In cases where it does not present a conflict with the University's programs or the proper dispensation of a faculty member's duties, faculty may be allowed to use a portion of their Earned Leave during the academic term, but without exceeding the total allocation of 21 working days. This kind of leave is usually granted only for academic reasons, and will mean taking fewer days of leave during the term break.

Unused leave may not be carried forward to the subsequent year.

B] Medical Leave: For medical leave to be awarded, faculty must submit a doctor's certificate providing details of the conditions necessitating absence from duty.

C] Involuntary Absence and Casual Leave: This kind of Leave may occur for a variety of reasons, from illness to political turmoil. Faculty are not encouraged to take leave due to a civil strike (hartal) when there is no great risk of disturbance or violence and when most Government or private offices were functioning normally. A strike or similar occurrence that jeopardizes the normal function of most offices may be acceptable grounds for a missed day, but in all such cases the lost time is to be made up in the following weekend. If absence occurs due to a personal emergency, such as medical emergency of close family members, then the University should be notified of absence as soon as possible. Frequent occurrence of Involuntary Absence is not viewed favorably, and where grounds exist, may be cause for disciplinary action.

However, in exceptional cases, it may also be possible for a faculty to secure a leave outside the normal sanctioned durations on an unpaid basis due to extenuating circumstances by negotiation on the merit of the case.

D] Maternity Leave: Female faculty members will be granted maternity leave with pay for one term or four months duration with standard perquisites and may be taken twice only during course of career/employment with the University.

E] Leave without Pay: An employee can apply for unpaid leave, i.e., Leave Without Pay (LWP), for any of the following circumstances:

- i) to care for one's child after birth
- ii) to care for one's spouse, son, daughter or parent, who has a serious health condition
- iii) for a serious health condition of the faculty member,
- iv) extended foreign travel for emergency academic/administrative/research and/or
- v) extra ordinary assignment not covered under the manual.

However, the university reserves the right of refusal of the application or to modify the dates submitted.

F] STUDY LEAVE

Introduction: The University of Liberal Arts Bangladesh (ULAB) recognizes that a well managed system of enabling the development of excellence, distinctiveness and international collaboration in teaching and research. Particularly, Study Leave provides for academic staff to undertake higher studies and Ph D research.

1. Type of Study Leave:

- a) Study Leave for Ph D Program
- b) Study Leave for Masters/M Phil Program

2. Eligibility:

- a) Applicant must be a full time faculty at ULAB
- b) He/she has to normally complete minimum two years service at ULAB

3. Terms and Conditions:

- a) At first, the study leave will be granted for one year only. The initial leave period may be extended prior to its expiry date on the basis of the progress report and merit of research study. The leave for Ph D Program may be extended up to 4 years and leave for Masters Program may be extended up to 2 Years. A faculty member is expected to finish his/her teaching, research and any other assigned load before taking leave.
- b) Study leave with pay will normally be granted in case of Ph D research and study leave without pay for Masters, M Phil and Post Doctoral Research.
- c) Study leave for any of the above mentioned programs may be granted with or without pay; leave with or without pay is at the absolute discretion of the ULAB authorities. The applicant's academic and research caliber, dedication and commitment to the home university will be taken into account to define leave status of the applicant. The quality of the host institution will also be a factor for defining leave status of the applicant.
- d) Study leave with pay means that during the approved period of study leave, a faculty member will receive their pro rata equivalent to two years basic salary. Benefits such as provident fund, festival allowances, gratuity will not be applicable during the study leave period. Income tax and other deductions will be made as per the rules.

On rejoining ULAB after successfully completion of their Ph D study leave, faculty will receive their current salary plus half basic of the previous salary.

- e) During study leave period, the applicant will not be entitled to have any increment / adjustment of salary.
- f) After successful completion of higher studies, the faculty member will rejoin the university at the level of appointment held on departure.
- g) After completion of Masters Program, the faculty member must serve at least one year and after completion of Ph D Research s/he must serve minimum two years at ULAB.
- h) If the faculty member terminates their position at ULAB, they will receive no further benefit from ULAB for the remaining period.

- i) Extension of study leave may be made, which is again at the absolute discretion of the ULAB authorities and will be treated as extra ordinary leave without pay and without any benefits.
- j) If the faculty member fails to complete his/her degree, s/he may rejoin ULAB without any benefit for the study leave period.

4. Application procedure:

Faculty members may apply for study leave to the Vice Chancellor through the Head of the Department. Application must contain the details of admission, study program, duration of study etc. along with documentary evidences.

Note: In exceptional cases, the terms and conditions for leave may be relaxed.

Granting Authority: The Review Committee will look into the study leave matter on recommendation of the departmental head.

G] SABBATICAL LEAVE

Introduction: Sabbatical Leave will give an opportunity to the faculty/staff to improve their quality of teaching, research and professional development. During this leave the concerned faculty/staff may spend his/her time carrying out the approved work at any other university, academic or a Research and Development organization. Sabbatical Leave will not be granted for health, rest, general travel or as extended vacation.

Eligibility:

1. ULAB faculty of Assistant Professor level and above will be eligible for Sabbatical Leave after completing a minimum of ten years of continuous service at ULAB. Only full time faculty members are eligible for such leave.
2. For Sabbatical Leave active service in previous ranks as a faculty in ULAB will be counted in calculating the total period of service

Terms and Conditions:

1. Faculty intending to go on Sabbatical Leave shall submit their plans at least six months before the commencement of leave.
2. Sabbatical leave may be granted either with pay or without pay. Sabbatical Leave with pay may be granted for a maximum period of six months and without pay may be for longer period. The concerned faculty/staff will be paid the total consolidated pay drawn by him/her at the time of leave approval.

3. After returning from Sabbatical Leave, the faculty must serve at ULAB for a minimum period of two years.
4. Sabbatical Leave will be granted to a faculty for the purposes of academic research, writing books, academic field work in relevant fields or professional and leadership skill development.
5. A written report and presentation/seminar on faculty's research/work must be submitted within three months after rejoining ULAB.
6. Faculty may apply for further Sabbatical Leave after ten years of continuous service.
7. Faculty will not be allowed to take employment elsewhere during Sabbatical Leave. Faculty will not be paid for Sabbatical Leave and he/she will not be eligible for further Sabbatical Leave if they take employment elsewhere. However, faculty who become members of an external research team may receive stipend to cover expenses.

Granting Authority: Board of Trustees will approve sabbatical leave for faculty on recommendation of Academic Council and the Syndicate.

H] Conference Leave:

1. Permission to attend a conference must be sought from the Head of the Department.
2. Funding for conference attendance is at the discretion and on the advice of the Vice Chancellor.
3. Fund request for conference attendance must be submitted to the authority through the head of the department.
4. ULAB will normally support attendance at international conferences with a grant of US \$ 300 per person.

General Leave Conditions:

- a) A faculty member must get their leave pre-sanctioned, wherever possible, by the Head of Department. However, in case of Negotiated Leave or exceptional circumstances and pre-sanctioned leave, the faculty member must inform the administration by telephone, fax, and email or by any other possible means explaining in detail the reason for his/her absence and expected date of return to work, as soon as possible.
- b) Leave will be counted from the first day of absence to the day of rejoining.
- c) Consideration will be given to all requests for vacation time and the employee's preference will be respected whenever practical. However, the University reserves the right to deny a leave request, which may adversely affect the operation of the University.
- d) As a general rule:
 1. days off need to be scheduled at least one week in advance by the immediate supervisors, and

2. vacations should generally be planned early in the year to give time to management to make arrangements for the substitute.
- e) Temporary, ad-hoc and casual/employees are not entitled to paid vacations and paid holidays.
 - f) Faculty members/researchers are highly discouraged from taking extra leave beyond the sanctioned Earned Leave during term break. However, if a person applies for a period of leave beyond Earned Leave entitlement, the additional period applied for may be sanctioned as Extraordinary Leave without Pay.
 - g) Leave application must be submitted to the Vice Chancellor through the immediate//designated supervisor/Head of the Department/Director/Dean.
 - h) Persons applying for any leave must clearly mention in the application form the type of leave s/he is applying for.
 - i) The Vice-Chancellor of the ULAB retains the right to give a final decision on any Leave application after considering the circumstance of the case.
 - j) Leave may be granted under the following circumstances:
 - i. if the faculty can be spared from his/her duties
 - ii. if the faculty indicates his/her intent to return to work by a specified date
 - iii. if a replacement can be found (where applicable)
 - k) Leave of Absence can be regularized with the different kinds of leave that an employee of the University may be entitled to.
 - l) In an emergency as defined by the university, all leave can be cancelled and the faculty may be called back to work.

Holidays: The University recognizes the following Government Holidays:

- Eid-ul-Fitr (3 days)
- International Mother Language Day (1 day)
- Independence Day (1 day)
- Eid-ul-Azha (3 days)
- Bengali New Year (1 day)
- Buddha Purnima (1 day)
- National Mourning Day (1 day) / National Revolution Day (1 day)
- Durga Puja (1 day general; 3 days for observants)
- Victory Day (1 day)
- Christmas Day (1 day)

The list above is a likely government holiday schedule; actual holidays will follow the government calendar for a given year.

Vacations must be scheduled so that work does not suffer. Some faculty may be asked to work on certain holidays when the University is in session, or for special events.

Other Privileges

1. Educational Benefits: A full-time faculty can take courses as a part time student or as a full time student after working hours at ULAB. The University offers rebate/discount on published tuition fees to faculty as below:

- a. a full time faculty with minimum three years service, self and/or legal dependent, at 20% per credit per term;
- b. a part time / adjunct faculty member teaching more than 1 course for three or more successive terms: self /legal dependent, 10% per credit per term.

Scholarships will be awarded on the basis of availability at the time of application. Applications will be assessed by the university depending on their merit

2. Other Benefits: University shall provide its full-time employees with the following benefits:

- a) **Festival bonuses:** ULAB full-time faculty will be provided with two annual festival bonuses only after completion of probation period. However, anyone joining the university 3 months prior to the festival, s/he also will be eligible to have the bonus facility with the condition that if s/he leaves the job within a year the amount will be deducted from his/her salary
- b) **Provident Fund (PF):** Provident fund will be allocated to all ULAB full time faculty immediately after completion of probation period. A faculty will be eligible for University contribution to the PF after 24 deposits.
- c) **Gratuity:** All full time faculty members will be eligible for gratuity benefit after 5 years of services at ULAB. After eligibility, a faculty will receive gratuity payment up to maximum 18 years of services. During this period, for 12 years, they will receive full basic each year, and for the rest 6 years, they will get half basic for each year.

3. Admission to Activities: Employees, their spouses, and their children may participate at all open events of the University at concessional rates or free as the case may be.

Other Matters

1. **Emergency Policy:** Faculty must familiarize themselves with the ULAB emergency policy and be prepared to follow its directions if the unlikely events of emergency occurred. (See ULAB Emergency Manual)
2. **Storms, Flood and Other Severe Weather:** The faculty should be aware of signals for severe weather and the location of shelters in such cases. General fire and severe weather procedures are posted in various work areas.
3. **Healthy Environment:** In order to provide a safe and healthy work/study environment for all officials and students, the University prohibits consumption of any alcoholic beverage, any kind of habit-forming (intoxicating) drugs, and smoking at any premises of the University. Violation in this respect will be dealt as serious offence calling for a range of disciplinary action.